



Puerto Rican Educators
Association, Inc.
P.O. Box 8047
Newark, New Jersey 07102

June 25, 1981

Dear Executive Member:

Please note that the following tasks have been assigned and should be completed by the next executive meeting to be held on Saturday, July 18, at 10:00 a.m. Norma Sanchez residence 515 Parker Street, Newark.

Secretary:

1. Order new stationery with emblem and executive names.
2. Present report of meeting with Puerto Rican Day Parade re: Historic Activity.
3. Minutes - Executive and Board of Directors.
4. Agenda - July meeting.

Gloria Ramon

- Meet with P.R. Day Parade Committee to discuss scholarship.
- Assist in processing of newsletter.

Tina

- Write correspondence.
- Check for papers of "Incorporation".
- Send letters out for next meeting.

Indro and Gloria Del Toro*

- Meet with P.R. Day Parade re: Scholarship.
- Collect monies owed to organization "Luncheon".
- Send all names of paid members to Carmen Piperos - I.B. cards.
- * Lectures assigned by President.
- Beatriz Santiago - (1) Prepare first issue of newsletter - (2) Meet with committee to present report.

Carmen Piperos -

1. Finalize list of names and addresses.
2. Prepare letter and envelopes.
3. Check on Institutions/associations.
4. Report on retreat - Nov. 1980.

Maria Aviles -

1. Prepare a plan for fund raising July 1982 through March 1983.
2. Present details of Trips to "Tutic Country". (Date - Cost - Time).

Margarita Vega -

1. Prepare format - Newsletter - (completed).
2. Assist Carmen Figueroa on release.
3. Meet with President before next meeting regarding the above item.

Norma Sanchez and Carmen Perez

1. Prepare report indicating plans of committee - should include Teacher Recognition Day - (Dinner) and another activity.

Gilberto - Education and Cultural.

1. Meet with committee and prepare report.

Marina Berkowitz (Special Committee).

1. Professional growth of organization.
(Conferences.
Leadership Workshop (etc.).
2. Meet with President - July 8, at 10:00 a.m. (Board of Education).

If you have any questions please don't hesitate to call.

Thank you for excellent cooperation and commitment.

Have a Good Summer!

Sincerely,

Louise Jazagha Mitchell
Louise Jazagha Mitchell
President

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